

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, PPS

DATE: 19 July 1956

FROM : Chief, LAS

SUBJECT: Weekly Activities Report

## A. SIGNIFICANT ITEMS

1. At request of OSIA, LAS has agreed to design and run once only a special part-time basic course [ ] for six students to meet a special need of that Agency.

2. Present early indications are that the basic survey course on Eastern Europe to begin in September will be subscribed beyond the capacity of any LAS lecture room. So far, two DDI offices alone have indicated an intent to send about [ ] persons. The National Security Agency wishes to send about [ ] persons.

3. At a meeting of the Area Coordinating Committee of LAS, held just before [ ] departure for Europe, discussed various ideas for improving the quality of area instruction, including increasing the hours of instruction per week and offering regional survey courses in two phases, one covering background such as history, cultural development, etc., the other dealing with current problems. It was agreed that experiments would be undertaken along the lines of both suggestions. The problem of getting students to devote time outside of class to reading was also discussed, but no solution was reached.

4. As a result of the Area Coordinating Committee meeting and after consultation with C/LAS, [ ] have decided to offer an integrated language-area program, starting in October and running full-time daily for ten weeks, providing five hours of elementary language instruction and two and a half hours of area instruction every day. The area instruction in the final week will take the place of the regular Americans in [ ] course scheduled for the fall.

## B. OTHER ACTIVITIES

1. Qualification Review Panel consisting of [ ] of FE, [ ] of A&E, and [ ] of LAS certified [ ] FE employees for the LAS full-time [ ] course to begin in October.

2. [ ] interviewed [ ] of WE who was referred to LAS as a possible instructor in Romance languages. No vacancy at present.

25 YEAR RE-REVIEW

CONFIDENTIAL

**CONFIDENTIAL**

25X1 25X1 25X1  
3. [ ] briefed [ ], replacement for [ ] of SR, on LAS's 5-phase 19-month, full-time [ ] language training program, and on the area program [ ] to begin in the fall.

25X1 25X1 25X1  
4. [ ] replacement for [ ] as TLO assistant to [ ], was briefed by [ ] on LAS policies and enrollment procedures.

25X1 25X1 25X1  
5. [ ] discussed with [ ] (JOT), [ ] of WE an overseas training program conceived by WE for [ ]. [ ] of WE to initiate contact with LAS places upon us a need to handle with less than customary thoroughness. Formal request will be sent to DTR for action.

25X1 25X1  
6. At the request of Chief, JOTP, we were asked to arrange some refresher training [ ] for [ ] on a tutorial basis. Unfortunately, the request came at an "off-season" period and was further limited by a maximum of three weeks availability on a part-time basis. After an initial proficiency examination, it was agreed to utilize our internal laboratory facilities instead.

25X1 25X1  
7. NSA has invited us to send students to courses [ ] and [ ] beginning in August. We have informed offices that previously indicated interest in these languages.

X  
8. "5% in training" policy has brought a variety of inquiries about ways of complying in letter, if not in spirit by external, out-of-hours training. It is evident that requirement to comply and report relative to this policy is responsible for a considerable number of external, out-of-hours training requests. This becomes especially evident when supervisors insist on this type of training even when, in terms of the justification or assignment of the individual, more suitable training is available internally. It is assumed that the new regulation will clarify the intent related hereto.

25X1  
9. [ ] spent the afternoon of 17 July within ORR discussing and analyzing the basic statistical data which are converted to index numbers and published in NIE's. Information received on the specifics of obtaining, estimating, weighting and interpreting these data is being incorporated into the training plan.

25X1 25X1 25X1  
10. The problem of internal vs. external training in electronics for OCR personnel was considered on 13 July with representative from OCR and OC meeting with [ ]. It is probable that OCR will now use the correspondence study program of the National Radio Institute, supplemented by some group assistance from [ ].

25X1 25X1  
11. [ ] participated in [ ] briefing of [ ], who will attend the Naval War College. We are indebted to [ ] last year's candidate, for providing OTR with training materials used by NWC students.

**CONFIDENTIAL**

CONFIDENTIAL

12. The first meeting of the Language Advisory Committee was held on 9 July. Present were [redacted] 25X1  
[redacted] First on the agenda was the problem of delinquent course evaluations. It was decided to place a two-week deadline on the drafts. A status report of the now delinquent evaluations will be forwarded to the A&E staff. It was agreed that the instructors should notify [redacted] when students have apparently dropped a class so she can verify and record this information. Each of the coordinators designated by C/LAS will submit informal reports of their activities every two months.

13. On 12 July a meeting of language instructors was held as agreed in the meeting of the Language Committee. Present were [redacted] 25X1  
[redacted]. There was general discussion of the organization of the intensive classes which have already been held. Materials, in general, and the desirability of writing original materials were discussed. Later meetings will be held to discuss individual topics in more detail. 25X1

14. [redacted] accompanied by their native speaker, [redacted] 25X1  
[redacted], took the four members of the intensive [redacted] class on the second of a series of operational excursions designed to accustom the students to the use of [redacted] in practical situations in various locations. This time, they went to National Airport where, speaking [redacted] the whole time, they observed arrival and departure of planes, the loading and unloading of passengers and baggage, the ticket purchasing routine, and all the usual events of a great airport. [redacted] 25X1

15. Current enrollment in internal language training programs is [redacted] 25X1  
[redacted] in classes and [redacted] in self-study. During the past week, the language laboratory was used for a total of [redacted] hours by [redacted] students. 25X1

16. [redacted] has joined the Eastern Department, LAS, as [redacted] 25X1  
Language Instructor. 25X1

17. [redacted] has departed on four weeks' leave.

CONFIDENTIAL